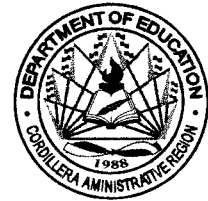




Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



MEMORANDUM:
 RM-FD-2018-006

Tracking Number:
1544007599

TO : SCHOOLS DIVISION SUPERINTENDENTS
 HEADS OF IMPLEMENTING UNITS
 DIVISION ACCOUNTANTS AND BUDGET OFFICERS
 ADMINISTRATIVE ASSISTANTS III OF IMPLEMENTING UNITS
 ALL OTHERS CONCERNED

FROM :  MAY B. ECLAR, Ph. D., CESO V
 Regional Director

SUBJECT : UTILIZATION/OBLIGATION OF AVAILABLE ALLOTMENTS FOR
 CALENDAR YEAR 2018 AND INSTRUCTION TO CLOSELY MONITOR
 UTILIZATION OF FUNDS

DATE : December 3, 2018

For the information and of all concerned officials and personnel, attached is the Memorandum dated November 15, 2018 from the Office of the Undersecretary for Budget and Performance Monitoring on the utilization of available allotments for calendar year 2018 and instruction to closely monitor utilization of funds.

In order to utilize available allotments, Implementing Units are reminded on the provisions of NBC No. 573 dated January 3, 2018, DepEd Order No. 16, s. 2018 and Regional Memorandum No. 282 s.,2018 on the release and utilization of funds for FY 2018 and modification of allotments.

It is reiterated that all requests for obligations must be submitted before December 28, 2018 to the concerned budget section/unit and that the last day for the processing of claims and obligation of expenses for 2018 is on **December 28, 2018**.

Please be guided accordingly.

FINANCE/SGT/clp

Telephone Numbers:							
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim

Office of the Undersecretary
Budget and Performance Monitoring

MEMORANDUM
OUFBPM-2018-0187

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs and Unit Heads
Public Elementary and Secondary School Heads

FROM : 
ANNALYN M. SEVILLA
Undersecretary

SUBJECT : UTILIZATION/OBLIGATION OF AVAILABLE ALLOTMENTS FOR
CALENDAR YEAR 2018 AND INSTRUCTION TO CLOSELY
MONITOR UTILIZATION OF FUNDS

DATE : November 15, 2018

1. In compliance with the general provisions of FY 2018 General Appropriations Act (GAA), and to ensure obligation of programs, activities and projects **not later than 31 December 2018**,¹ heads of all Implementing Units (IUs) and Program Managers at the Central Office are hereby instructed to closely monitor the obligation and disbursement of their respective funds, fast-track procurement, and immediately submit to the corresponding Finance Service/Division, their requests to obligate contracts, payments, and reimbursements of incurred expenditures. The quality utilization of programmed resources should happen by year-end to attain the same-year service delivery goal and improve performance of the Department.
2. All requests for obligations must be submitted **BEFORE 28 December 2018** to the corresponding Budget Division/Section of the IUs and Program Managers. Please be reminded to keep track of the following expenditures, and ensure that all documentary requirements are complete and submitted for obligation before end of FY 2018:
 - a. Salaries/ Service Fees, GSIS, PhilHealth, Pag-Ibig and Employees Compensation Insurance Premium Contributions
 - b. RATA of officials
 - c. Monetization of Leave Credits
 - d. Terminal Leave/ Retirement Gratuity
 - e. Yearend Bonus, Collective Negotiation Agreements (CNA) Incentives

¹ Section 4.2 of DBM-NBC No. 573 dated January 3, 2018, "Guidelines on the Release of Funds for FY2018"



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim

Office of the Undersecretary

Budget and Performance Monitoring

- f. Overtime Pay
 - g. Other personnel benefits (loyalty, longevity etc)
 - h. Cash allowance and other allowances granted under appropriate provisions/ programs
 - i. Financial assistance and other subsidies granted under appropriate programs
 - j. Travel expenses
 - k. Trainings and related fees
 - l. Monthly utility expenditures such as water and electricity
 - m. Communication expenses such as postage, telephone, cable and internet subscriptions
 - n. Security and janitorial services
 - o. Rental expenses
 - p. Extraordinary and Miscellaneous Expenses (EME's)
 - q. Works, related services and amortizations
 - r. Repairs and Maintenance
 - s. Goods such as learning packages, computer packages, textbooks and instructional materials, Science and Math equipment, TVL Equipment, other equipment, as well as related services
 - t. Supplies and Materials
 - u. Printing and Publication
 - v. Taxes, insurance premiums and other fees
 - w. Legal, auditing, consultancy services
 - x. All other expenses incurred in the official performance of functions
3. The Finance Service/ Division/ Section shall process claims and obligate expenses chargeable to 2018 GAA, according to prevailing government rules and regulations, **ON OR BEFORE 28 December 2018**, which is the last working day of the year.
4. Immediate dissemination and compliance of this Memorandum is desired.